

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

September 19, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:33 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. Colleen Dickmann, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Justin Hoerter

OTHERS: Mike Berry, Greg Bruckbauer, Mike Grambow, Maggie Hirzy, Al Javoroski, Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Lance Pliml, Matt Schneider, Kolina Stieber and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Ms. Bruski Mallek verified the meeting notice, which stated that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

Ms. Bruski Mallek announced the Board would not convene to closed session.

III. OPEN FORUM

Ms. Bruski Mallek opened the meeting for comments from the audience. No one wished to address the Board.

IV. APPROVAL OF MINUTES

Motion by Ms. Ose, seconded by Mr. Beaver, upon a voice vote, unanimously approved the minutes from meetings held August 15 and August 24, 2016, as written.

V. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district's bills for the month of August 2016 were presented in Exhibit B. These bills totaled \$1,921,502.66 of which \$1,867,483.36 represents operational expenditures and \$54,019.30 represents capital expenditures.

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The district's payroll for the month of August totaled \$1,214,489.28 plus \$8,697.44 for travel and miscellaneous reimbursements and \$524,673.86 in fringe benefits. The district's bills and payroll totaled \$3,669,363.24.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146340	New Chester Dairy	\$ 1,590.00
146341	Adams-Friendship High School	\$ 11,310.00

3. Approved the following 2016 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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No procurements require Board approval this month.

4. Approved the following Advisory Committee appointments: CIVIL ENGINEERING HIGHWAY TECHNICIAN – Scott Groholski, Lindsey Heineck, Kevin Boyer, and Tom Burch; DIESEL & HEAVY EQUIPMENT – David Kosobucki; ELECTRICAL POWER ENGINEERING – Taylor Helmuth, Stan Higby, Todd Montevideo, Mike Wade, and Steve Wroblewski; IMT – Eric Siler, Ingrid Burkhardt, Jeremy Buck, Paul Everitt, and Ted Osenga; URBAN FORESTRY – Todd Ernster, Daniel Heth, and Dan Traas.

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Justin Hoerter asked to be excused.

2. Ms. Bruski Mallek announced the Fall Boards Association meeting will be held October 27-29 in Milwaukee. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan plan to attend. The In-Service will focus on college funding and include tours of Milwaukee Area Technical College. Ms. Bruski Mallek also provided an overview of the August 26-27 District Boards Association annual planning meeting. She highlighted proposed changes to committee structure and shared the Boards Association website.

3. Ms. Bruski Mallek reported the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.

4. Ms. Bruski Mallek reported the Tuesday, November 15 Board Advance will be held at Aspirus Riverview Hospital in Wisconsin Rapids. A draft agenda was shared with Board members for feedback. The afternoon will be devoted to the presidential search.

5. Ms. Bruski Mallek opened discussion for the 2016 Mid-State Holiday Reception. In the past, those attending contributed \$10.00 toward expenses. A recommendation to hold the event Friday, December 2 at the Wisconsin Rapids Campus was made.

6. Ms. Bruski Mallek asked Board members to mark their calendars for upcoming meetings. The November 21, 2016 Board meeting will be held at the Marshfield Campus, the January 16, 2017 Board meeting at the Stevens Point Campus and the March 10, 2017 meeting at the Adams County Center.

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7. The next Mid-State Board of Directors meeting will be held on Monday, October 17 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek reported the Foundation held its scholarship reception. The event was a great opportunity to bring student recipients and donors together. Eight students shared what receiving a scholarship meant to them and one donor highlighted why they give.

2. Ms. Bruski Mallek reported the Foundation will host a Trap Shooting Fundraiser on Friday, October 28, at the Wisconsin Trapshooting Association grounds in Rome. This event will benefit the Matching Emergency Grant Fund required by the DASH Grant.

3. Ms. Bruski Mallek reported the Foundation Director continues to meet with businesses about partnering for the Sponsor-A-Scholar program, developing standard operating procedures and implementing scholarship, database management and financial record software options.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml, Technical & Industrial Division Dean Al Javoroski, Machine Tool Instructor Mike Berry and CNC Milling Student Maggie Hirzy to the meeting.

2. Dr. Budjac welcomed and introduced Director of Marketing and Communications Kolina Stieber. Ms. Stieber shared a brief history with the Board.

3. Dr. Budjac announced the college hosted the September 13-14 WTCS Board meeting at the Stevens Point Campus. The meeting focused on apprenticeships. Vice President of Academics Sandy Kiddoo and Apprenticeship Instructor Edward Crownhart were part of an apprenticeship panel that presented to the State Board. A FutureMakers Partner Award was presented to Marten Machine during the September 13 evening reception and dinner. Alan and Debra Marten received the award. Board member Bob Beaver participated in the event along with college staff.

4. Dr. Budjac provided a brief legislative update including WTCS 2017-19 Budget Request highlights. The budget request includes \$2.8 million each year (\$5.6 million total) to maintain and expand WTCS dual enrollment options.

5. Dr. Budjac reported the Presidents Association discussed providing distance learning to students in other states and the New Distance Learning Authorization Board (DLAB) of which WTCS President Morna Foy sits on the Board. Recently approved to participate were Nicolet College, Western Technical College and Northcentral Technical College, all UWs and nine non-profits. Mid-State, along with most of the remaining technical colleges, will be considered in the next wave of applicants.

6. Dr. Budjac reported she will testify September 20 before the Legislative Study Committee on volunteer firefighter and emergency medical technician shortages. Senator Stephen Nass chairs the committee.

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7. Dr. Budjac referenced a newspaper article at Board members seats when she reported that a late payment received from Portage County caused no disruptions in college operations. At the time of the meeting, the college had received its payment along with a self-imposed interest payment for late payments.

IX. FINANCE & AUDIT COMMITTEE

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions.

2. Mr. Spargo reviewed the Treasurer's Report and thanked Mid-State Financials System Manager Greg Bruckbauer for joining the Board this evening in place of a Vice President, Finance & Information Technology.

3. The following items were presented for informational purposes only:

- a. ESTIMATED PROPERTY VALUES AND TAX RATES – Mr. Spargo reported property values were released in August 2016; however, values for school and technical college districts will not be released by the Department of Revenue until late September. A preliminary estimate by the WTCS Office indicates that Mid-State's total property valuation will increase approximately 1.54%. Mid-State will certify its 2016-17 property tax levy distributions to 97 municipalities in October.
- b. STATUS OF THE FY16 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported budget amendments will be presented in October. The final audit reports for FY16 will be presented to the Mid-State Board in November.
- c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – Mr. Spargo reported the committee discussed the decline in FTEs and related budget impact.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. In place of Academic & Human Resources Committee Chairperson Justin Hoerter, Peggy Ose reported the committee reviewed its consent agenda items and had no questions or concerns.

2. The following items were presented for informational purposes only:

- a. FARM BUSINESS PRODUCTION MANAGEMENT PROGRAM – Ms. Ose reported the Farm Business Production Management program is the highest cost program at Mid-State mainly due to one-to-one consultations at farms. Changes to sustain the program were outlined, including holding classes at a Mid-State location and limiting remote technical assistance sessions.
- b. STATE AUTHORIZATION RECIPROCITY AGREEMENTS – Ms. Ose reported Wisconsin approved the State Authorization Reciprocity Network which allows organizations to offer distance education in other states. Mid-State has recently

applied and is awaiting approval. This opportunity may benefit those students serving in the military as well as others out of state seeking programs through Mid-State.

- c. DMI SAFETY GRANT APPLICATION_– Ms. Ose reported Districts Mutual Insurance (DMI) offered an opportunity to write for a grant related to risk management. The grant must be focused on safety. Most recently, the college submitted a grant application for interior room numbering at the Adams County Center, Marshfield and Stevens Point campuses as well as fabrication of roof crossovers and baluster rebuilds. Mid-State previously applied for and received funding for a voice evacuation system.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items this month.

2. Mr. Beaver reported the Board previously heard about the Wisconsin Rapids Campus Learning Commons Project and the need for a one-stop academic support concept in Wisconsin Rapids. This project will co-locate key student support services in the current library and media services space. Project timeline information was shared. A resolution approving the project and requesting WTCS Board approval was presented for approval.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following resolution:

RESOLUTION FOR THE LEARNING COMMONS PROJECT AT THE WISCONSIN RAPIDS CAMPUS

WHEREAS, the existing Learning Commons functions are widely spread throughout the Wisconsin Rapids Campus; and

WHEREAS, the new Learning Commons remodel will centralize these functions to improve student retention levels, increase student course completion and grade achievement, and improve student support and experiences which will positively affect overall student success.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$1,000,000 of capital financing from FY17 and FY18 debt proceeds intended for facility remodeling and improvements on the Wisconsin Rapids Campus; and

BE IT FURTHER RESOLVED that the Mid-State FY17 Capital budget reflects this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the remodeling of an approximately 10,765 ft² Learning Commons remodel project located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their November 2016 meeting.

2. The following items were presented for informational purposes only:
 - a. SUMMER PROJECTS UPDATE – Mr. Beaver reported the committee was provided an update on various summer facilities and grounds projects. Photo highlights were shared as well.
 - b. ENROLLMENT REPORTS – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang presented FY16 end-of-year FTE reports, August 2016 enrollment reports and student demographics. Enrollment has dropped since 2012; August enrollment declined 5.8% from last year. Over 70% of students attend Mid-State part-time. Data indicates a 23% increase in new students this year at the college.
 - c. STUDENT ENGAGEMENT SURVEYS – Mr. Beaver reported the college is implementing the Survey of Entering Student Engagement (SENSE) and the Community College Survey of Student Engagement (CCSSE) in place of the Noel Levitz Student Satisfaction Inventory previously administered to students. These surveys provide data of greater relevance to evaluating the Integrated Enrollment Model and in support of retention efforts.

XII. COMMITTEE-OF-THE-WHOLE

1. EDUCATIONAL MASTER PLAN – Ms. Bruski Mallek reported the development of an Educational Master Plan (EMP) identifies actions to support Mid-States Strategic Plan as a vehicle to strengthen program relevance, enrollment and outcomes for students and employers. Vice President of Academics Sandy Kiddoo shared data analysis and outlined goals and action steps in development of the EMP. Potential changes to programming, academic structure and facilities were shared.
2. BOARD POLICY REVIEW – Ms. Bruski Mallek reported the Board is completing its biennial review of all Board Policies to ensure policies remain accurate, up-to-date and reflect current practices. The third set and final set of Board Policies were presented with few changes. Board members with feedback or recommendations should contact Dr. Budjac or Ms. Susa. In October, approval of all Board Policies will be requested.
3. PRESIDENTIAL SEARCH UPDATE – Ms. Bruski Mallek reported Don Stevens & Associates (DS&A) is leading the presidential search process to replace Dr. Sue Budjac, who will retire July 6, 2017. The Board held a working session with DS&A prior to the Board meeting to discuss presidential search process components, including, stakeholder input, presidential profile, application requirements, search committee composition and timeline.

Search Committee – The Board discussed various ways of forming a search committee. As the official employer of the president under state law, and through the belief that all members should be present to best represent the Mid-State District, the Board determined an ad hoc Presidential Search Board Committee of the Whole is the best option.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved creation of an ad hoc Presidential Search Board Committee of the Whole for purposes of

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conducting the college's presidential search, and that this committee be disbanded without further action on a new president being seated as Dr. Budjac's successor.

Community and Employee Forums – Ms. Bruski Mallek announced the search team will be conducting meetings at all college locations with community and business leaders and Mid-State employees to gather feedback for the Board about the skills, attributes and experiences stakeholders believe are important in a new president. Forums will take place in Stevens Point and Marshfield on September 23 and in Wisconsin Rapids and Adams on September 30.

Presidential Profile and Application Requirements – Ms. Bruski Mallek reported the Board reviewed the presidential profile and application requirements. Significant progress has been made toward completion and information collected during Community and Employee Forums will help finalize these documents.

Timeline – Ms. Bruski Mallek reported the Board discussed a revised search calendar that should result in a new president being on board in advance of Dr. Budjac's retirement. The application period is expected to launch October 7 and the initial application period will be open through November 8. A presidential search webpage will be available through the Mid-State website and will include a profile of the position and Mid-State District.

Upcoming Meetings – Ms. Bruski Mallek announced that each meeting of the search committee will be announced and posted. The Board will continue to report on the search process during regular Board meetings.

XIII. DISCUSSION AND ACTION ITEM

1. SKILLS USA – Machine Tool Instructor Mike Berry and CNC Milling Student Maggie Hirzy joined the Board to share highlights of their trip to Louisville, Kentucky for the SkillsUSA Championships where students from around the nation demonstrated their technical, workplace and personal skills in various competitions. Ms. Hirzy competed in the 8 hour CNC Milling competition and placed 10th. Automotive Student Jordan Esselman also competed at the national competition in the Automotive Service Technology division. Congratulations were extended to Ms. Hirzy for her outstanding performance as well as Mr. Berry for his leadership in the Skills USA platform.

2. HLC COMMUNITY CONVERSATION – Dr. Budjac reported the Higher Learning Commission (HLC) conducted their accreditation site visit May 2-4. As part of this visit, a group of 60 individuals representing 50 businesses and community organizations participated in a session with the accreditation team. A video highlighting that overwhelmingly positive session was shared.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, October 17, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board meeting adjourned at 6:45 p.m. with a motion by Mr. Beaver, upon a voice vote.

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Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary